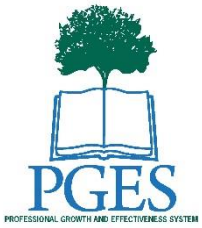
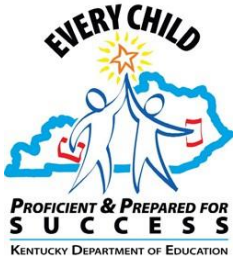
# Student Voice

## Implementation Guide

2015-16

*Edition 3.1*



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## I. BACKGROUND

The Student Voice survey (SV) is a confidential perception survey adopted by the Kentucky Department of Education. It is administered annually to a minimum of one (1) district-designated group of students per teacher or other professional who directly instructs students during the school year. The survey provides data on specific aspects of the instructional environment and/or specific aspects of the professional practice of the educator. [704 KAR 3:370 Section 1.33]

Student Voice is embedded within the Professional Growth and Effectiveness System (PGES) and is a required source of evidence as outlined within the district Certified Evaluation Plan. The Student Voice survey is aligned with the Kentucky **Framework for Teaching** (FfT) and is a source of evidence used in determining an educator's overall professional practice rating.

Survey results are intended for the teacher to use for self-reflection about the students' learning experiences and must be examined from a professional perspective and used to guide professional practice.

The survey is categorized according to grade level; one survey for students in grades 3-5 and another for students in grades 6-12. Questions can be found within the Kentucky STUDENT Framework detail and have been aligned with the **FfT**.

Students are an important source of information on the quality of teaching and the learning environment. Educators want to know if their students feel sufficiently challenged, engaged, and comfortable asking them for help. As feedback tools, surveys can be powerful complements to other instruments.

The review of two years of Student Voice survey administration revealed a need for the state to approve a flexible administration window and allow for additional modes of survey administration. It is now permissible for districts to utilize Infinite Campus, paper/pencil or other modes, or any combination of the two to garner student feedback. Additionally, the Department of Education has approved a flexible window of paper/pencil implementation from now and as per the district determined timeline as established in the CEP.

The SV survey is a required instrument used for student feedback. Equally, teachers and other professionals may provide additional evidences to support assessment of their own professional practice. Together, these evidences yield information related to the teacher's practice within the domains.

## II. USE OF DOCUMENT

The 3rd Edition of the Student Voice Implementation Guide provides users with access to specific information on teacher administration, preparing campus portal, student accounts/log-in procedures, and technical specifications for establishing survey window dates. The details are located in section **X. Infinite Campus Procedures A through J.**

The Student Voice Implementation Guide has been designed as a communication plan that can be used as a manual available in hard copy or for online use. Sections are hyperlinked and have been written in categories for easy reference and partitioning to communicate with specific groups.

## III. TIMELINE FOR STUDENT VOICE SURVEY

### Infinite Campus, Teachers: January 4, 2016 through March 4, 2016

Districts using *Infinite Campus* for survey administration may do so from January 4, 2016 through March 4, 2016.

Survey results will be compiled twice for reporting during the January 4 through March 4 timeframe. The first reporting period will be 1/4/2016 through 2/5/2016 (surveys must be ended by 2/5/2016) with results available approximately 3 weeks thereafter.

The second reporting period will be 2/8/2016 through 3/4/2016 (surveys must be ended by 3/4/2016) with results available approximately 3 weeks thereafter.

Districts requiring Student Voice data prior to the referenced dates need to consider other survey options (Paper/pencil, Survey monkey, other modes, etc.).

### Paper/Pencil or other modes: Based on the timeline established in the Certified Evaluation Plan

Districts using paper/pencil or other modes may schedule the surveys based on the timeline established in the Certified Evaluation Plan (CEP). Most other professionals may give the Student Voice survey via paper/pencil or other modes.

**District guidance for OPGES Student Voice administration is forthcoming and is different from Teacher Student Voice implementation. This academic year, other professionals will administer the revised field test surveys to students as part of the Professional Growth and Effectiveness System (PGES). Please be advised that the Student Voice Survey Questions for use by other professionals are still undergoing validation during the school year 2015-16. This year's results, along with other district approved formative measures, might be helpful to supervisors to engage in conversations with other professionals regarding continued professional growth needs or by other professionals in self-reflection to inform their practice.**

### Prior to the Survey

The superintendent or his/her designee will determine the administration dates within the timelines stated above. The district Student Voice Coordinator will determine the number of classes that will participate per teacher. The school principal/designee will determine the specific schedule for administering the Student Voice Survey.

Regulation requires that the survey be administered annually to a minimum of one (1) district designated group of students per teacher who directly instructs students during the school year.

All employees who could potentially have access to student identification data and the corresponding results of the Student Voice survey must sign the Ethics/Confidentiality Agreement. Signed agreements should be stored locally and do NOT need to be sent to KDE. The **Agreement** is located **here.**

### Parent Notification

Schools will send an information and opt-out (waiver) letter to parents of students who have teachers participating in the survey. Parents respond to this letter only if they DO NOT want their children to participate in the survey. A completed form must be returned to the school by a designated time to opt out of participation. The parent waiver applies to teachers and other professionals who will be utilizing the student voice surveys. Submitted waiver forms should be stored locally as needed and do NOT need to be sent to KDE. The **Parent Waiver** form can be accessed **here**.

## IV. TEACHER PARTICIPATION

The survey should be administered without the presence of the teacher for students in his/her class or section. However, each district may define additional guidelines for administering their surveys.

Prior to survey implementation, teachers and other professionals are encouraged to review the Student Voice survey questions with their students and *define* or *clarify* word meanings or the meaning/intent of questions. Students need to be informed of the purpose of the survey and that their responses are anonymous.

All certified teachers and applicable other professionals with students in grades 3 – 12 will participate in the annual state approved Student Voice survey with a minimum of one identified group of students. K-2 teachers who also instruct grade levels 3+ may be scheduled to administer the survey to applicable students. Survey data will be considered only when ten or more students are respondents with the exception of other professionals who have no number or attendance requirements.

Teachers may provide additional evidences to support assessment of their own professional practice. These evidences should yield information related to the teacher's practice within the domains. Results will be used as a source of evidence for professional practice and in the summative year.

Survey results are intended for the teacher to use for self-reflection about the students' learning experiences and must be examined from a professional perspective and used to guide professional practice.

All teachers and appropriate administrative staff will read, understand, and sign the district's SV ethics statement prior to participating in the Student Voice survey. Signed agreements are stored locally and are not sent to KDE. The **Ethics/Confidentiality Agreement** can be accessed **here**.

### Collaborating Teachers and Part-Time Teachers

As per the district Certified Evaluation Plan, survey implementation processes must be applied with fidelity and consistency throughout the district. The superintendent or the district Student Voice point-of-contact or designee will determine the protocol for specific situations within the district.

Students in a collaborative classroom setting may take the Student Voice survey for both teachers. However, this is a district decision. If a class is elected to take a survey for each teacher in a collaborative classroom, the collaborating teachers will need to identify the class or group that will respond to each teacher.

### Infinite Campus Administration

Technology staff will almost certainly need to assist with ensuring that computers and other devices are available and properly configured for the administration of Student Voice through the online Infinite Campus survey.

Teachers are encouraged to work closely with the building principal/coordinator to establish clear survey procedures that include the Infinite Campus portal web address for their district, student's usernames and passwords, the procedure for resetting student account passwords, and student accommodations as outlined in the student's IEP or Section 504 Plans.

It is recommended that students become familiar with the Student Voice on-line procedures prior to survey implementation. Students may practice accessing the system by signing in to Campus Portal under the supervision of their teacher. The ***Teacher Administration*** and ***Student How-to-Guides*** provide step-by-step instructions for taking the survey.

Teachers assigned to one building can administer one survey type (Grades 3-5 or Grades 6-12) to one grouping of students within that building during a reporting period. Survey data is reported by *teacher* and teacher results are limited to one group of students per reporting period from **January 4 through February 5** and from **February 8 through March 4**.

All teachers must be assigned to a course section in Infinite Campus to receive survey results and to ensure that students receive the survey within their Portal Messenger inbox. The school coordinator can assign any staff person with an active district assignment record to participate in the Student Voice online survey. Automated Assignment can be used to assign staff who have a district assignment type of 01: Teacher to participate in a survey. However, any survey type can be manually assigned. Teachers instructing K-2 students only should not be assigned to participate in the Student Voice survey. K-2 teachers who also instruct grade levels 3+ may be scheduled to administer the survey to applicable students.

Teachers will be assigned one survey type, either *Grades 3-5* or *Grades 6-12*. All of the teacher's students will receive the same survey, regardless of the student's grade level. For example: If a music teacher instructs students in grades K-6, the *Grade 3-5* survey (set of questions) will most likely be assigned to those students. Districts will need to consider the most applicable survey type for students and assign the survey type appropriately.

### Paper/Pencil and Other Modes Administration

Teachers may implement the Student Voice survey using paper/pencil or other modes of administration based on the timeline established in the Certified Evaluation Plan (CEP). The Student Voice survey must be implemented with fidelity and districts must abide by all guidelines as outlined outside of Infinite Campus procedures.

## V. STUDENT PARTICIPATION

### A. Assigning Students

Whether implementing the Student Voice survey through Infinite Campus or using other modes, student selection for participation must be consistent across the district. Students in grades 3 through 12 will participate in the Student Voice survey. Students typically are able to complete the survey in less than 20 minutes.

- For both Infinite Campus and other modes, students must have been scheduled in a course section with the teacher about whom they are responding for no less than 15 instructional days during the previous 90 calendar days
- At least one of the 15 instructional days must have been *within the last 15 calendar days*

For Example:

If a survey is scheduled to begin January 26, a student must have been scheduled with the teacher for at least 1 day between January 11 and 25 and have been scheduled with the teacher at least 15 days between October 28, 2015 and January 25, 2016.

If a class meets only weekly, and their last meeting date was December 18, then an early January survey will probably not have an instructional day within the last 15 calendar days. This would result in surveys not being properly distributed to the students.

January 4 is 16 days after the last instructional day. Surveys scheduled to begin on January 4 would result in no students receiving a survey.

**Please see Table 1.**

*Table 1. Dec 14-18, Jan 4-8, Jan 11-15 are Instructional School Days. All days are calendar days.*

| Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|---|
| Dec 12 | Dec 13 | Dec 14 | Dec 15 | Dec 16 | Dec 17 | Dec 18 |
| Dec 19 | Dec 20 | Dec 21 | Dec 22 | Dec 23 | Dec 24 | Dec 25 |
| Dec 26 | Dec 27 | Dec 28 | Dec 29 | Dec 30 | Dec 31 | Jan 1 |
| Jan 2 | Jan 3 | Jan 4 | Jan 5 | Jan 6 | Jan 7 | Jan 8 |
| Jan 9 | Jan 10 | Jan 11 | Jan 12 | Jan 13 | Jan 14 | Jan 15 |

Non-traditional days (weather related) *are to be counted toward the 15 instructional day requirement*. Students must be within a 90 calendar day interface (to count instructional days) prior to survey start date. Retrograde counting for attendance beyond 90 days is not permitted.

To maintain confidentiality for both I.C. and paper/pencil and other modes, there must be at least 10 student respondents for survey results to be considered for teacher feedback and used as a source of evidence in the summative evaluation process. Other professionals are exempt from this rule and have no number or attendance requirement.

If using Infinite Campus, the minimum of 10 students must be from the same school and assigned to the same teacher for that particular group and/or class to participate in the survey. Various grade levels may be combined to yield the minimum number of 10 that is required for survey data to be considered. For example: Students in grades 3, 4 and 5 may be combined to reach the minimum number.

Students must be assigned to the same teacher and will receive *the same survey type* (Grade 3-5 type or Grade 6-12 type). *All combined students will take the same survey type regardless of grade level.*

Infinite Campus cannot prevent any particular student(s) from being assigned the Student Voice survey in their inbox and manual overrides will NOT prevent nor remove the survey from the student's mailbox.

Districts will need to safeguard that only designated students take the survey and must clearly communicate directives to both staff and students. The building coordinator will need to ensure that all participating students have been provided with Campus Portal usernames and passwords.

It is recommended that teachers and/or survey proctors review Campus Portal instructions with their students prior to survey implementation. Students must be informed of the **name** of the teacher that they will be surveying.

Upon completion of the survey, students must click "Complete Survey" for their responses to be recorded for the teacher to receive results. Students do not have to answer every question for their responses to be recorded.

Additionally, Infinite Campus functionality is that teachers assigned to more than one school cannot combine students from various schools to reach the required minimum. Survey results for 2015-16 will be reported by the teacher and his/her assigned school.

### Activity Groups and Non-Instructional Periods

In Infinite Campus, students within an "Activity Group" occurring during what is considered instructional time will be eligible to take the survey. Such groups are treated the same as other course sections even though they are marked as an Activity. Course sections that are scheduled during *non-instructional* periods will NOT be used to identify students to respond or survey a teacher. Students in a course section (including activity groups) outside of the instructional periods are not sent surveys.

### Alternative Settings

Students in alternative schools will take the survey for TPGES AND OPGES if applicable.

### Accommodations for Students with Disabilities (SWD)

If students with disabilities are not able to independently access the Student Voice survey, they must be provided with accommodations as stated in their IEPs or Section 504 Plans.

If, even with accommodations provided, a student is unable to participate in or understand the purpose of the survey due to student's significant intellectual disability, the student's Admissions and Release Committee (ARC) or 504 team may meet and determine the student is not required to participate.

## B. SV Support: American Sign Language (ASL) How-To

1. Grades 3 – 5 ASL
2. Grades 6 – 12 ASL

## C. SV Support: Spanish Audio Translation How-To

1. Grades 3 – 5 Spanish
2. Grades 6 – 12 Spanish

# VI. STUDENT SURVEY QUESTIONS

Student Voice is embedded within the Professional Growth and Effectiveness System and is a required source of evidence as outlined within the district Certified Evaluation Plan. The Student Voice survey for teachers is **aligned with the Kentucky Framework for Teaching** (FfT) and is a category of evidence for determining an educator's overall rating.

Survey results are intended for the educator to use for self-reflection about the students' learning experiences and must be examined from a professional perspective and used to guide professional practice.

The survey for teachers is categorized according to grade level; one for students in grades 3-5 and another for students in grades 6-12. Questions can be found within the Kentucky STUDENT Framework.

### A. Grades 3 – 5

### B. Grades 6 - 12

### C. Alignment to the Framework for Teaching

## VII. STUDENT IDENTIFIERS

Students will retain anonymous status when taking the Student Voice survey. All student identification tags and SSID information are to be eliminated. Students responding through Infinite Campus will retain anonymous status during the survey administration and after survey results have been uploaded into CIITS.

## VIII. SURVEY HOURS

The Student Voice survey is to be given between the hours of **7 a.m. and 5 p.m.** and under the direct supervision of staff. The survey will be administered in the school. If using Infinite Campus, student responses outside of the 7 a.m. – 5 p.m. range will not be included in teacher results.

## IX. SURVEY RESULTS/DATA

Student Voice survey results provide valuable information to educators who are working to improve classroom and learning conditions. The feedback is a formative source of evidence within the evaluation process and informs the professional practice rating.

Survey results are to be available prior to the summative evaluation process per the district CEP regardless of survey implementation procedures (Infinite Campus or paper/pencil, other modes).

### A. Source of Evidence

Teachers will use data to inform instruction and classroom practice. School and district leaders will use the data to determine potential areas for professional learning and teacher support. **This year's data will be used to inform the professional practice rating.**

## B. Infinite Campus

It is important to note that teachers will receive one set of Student Voice survey data as assigned to one school and one grade level group from January 4, 2016 through February 5, 2016 and/or from February 8, 2016 through March 4, 2016.

Survey results within Infinite Campus will be compiled twice for reporting. The first reporting period will be 1/4/2016 through 2/5/2016 (surveys must be ended by 2/5/2016) with results available approximately 3 weeks thereafter.

The second reporting period will be 2/8/2016 through 3/4/2016 (surveys must be ended by 3/4/2016) with results available approximately 3 weeks thereafter. Districts requiring Student Voice data prior to the referenced dates need to consider other survey options (Paper/pencil and other modes).

Student Voice data in CIITS is displayed as teacher specific. Therefore, data can be viewed in its entirety by leadership at each school where a teacher is assigned. The teacher and evaluator need to be attentive to the particular set of data that is being reviewed.

CIITS reports results for each of the seven constructs as a percentage based on the total number of positive responses divided by the total number of student responses. Only the top two positive responses will be included as positive. The Grades 3-5 response count will include "Mostly yes," "Yes, always," *with the following exception*: Question #12, "*Students behave so badly in this class that it slows down our learning,"* will be reported as positive using the responses "No, never" and "Mostly not."

The top two positive responses for grades 6-12 include "Mostly true," and "Totally true."

CIITS does not report Student Voice data in the order of the "STUDENT" illustration as displayed **here**. All constructs are listed, but not in an order that spells STUDENT.

## C. Paper Pencil Results

Districts utilizing paper/pencil or other modes will process survey results and disclose the information to applicable staff. Paper/pencil and other modes survey results must be stored within the school or district's local platform or system.

Schools have the flexibility to report survey response data by construct, by question, or by both. Results must be conveyed with consistency throughout the school/district and reported in reliable measures and/or calculations, i.e., percentages, rank, counts, etc.

All employees who could potentially have access to student identification data and the corresponding results of the Student Voice survey must sign the Ethics/Confidentiality Agreement. Signed agreements should be stored locally and do NOT need to be sent to KDE. The **Agreement** is located **here**.

Schools and districts assigning students using paper/pencil and other modes may combine results from all schools in a district served by a single educator. There are a number of educators that are assigned to multiple schools in a district; Infinite Campus has functionality limitations to reporting for those teachers that the paper/pencil and other modes can accommodate.

Survey results are to be available to educators prior to the summative evaluation process per the district's CEP and are to be documented and retained using school/district approved methods.

## X. INFINITE CAMPUS PROCEDURES

The Infinite Campus timeframe for survey implementation is from **January 4, 2016 through March 4, 2016.** The *Student Voice online survey must be completed by March 4, 2016 to obtain survey data*.

Survey results will be compiled twice for reporting during the January 4 through March 4 timeframe. The first reporting period will be 1/4/2016 through 2/5/2016 (surveys must be ended by 2/5/2016) with results available approximately 3 weeks thereafter. The second reporting period will be 2/8/2016 through 3/4/2016 (surveys must be ended by 3/4/2016) with results available approximately 3 weeks thereafter.

### Functionality of Infinite Campus Surveys

Survey answers are recorded each time a respondent moves to the next or prior screen but answers will not be used for teacher results unless the "**Complete Survey"** button is selected. Teachers need to direct students to complete the survey in its entirety.

Students will have access to the Student Voice survey for a particular teacher until the Complete Survey button is selected or the survey end date and time is reached.

Students are not required to answer every question in order for their responses to be used for teacher results. (Students must hit the "Complete Survey" icon for results to be generated)

### A. Establishing the Infinite Campus Survey Window(s)

Districts oversee the scheduling and administration process for scheduling windows within the established timeframe. The survey must be completed no later than March 4, 2016, to obtain results for summative evaluations per the district CEP.

Schools may opt to give the survey multiple times from January 4, 2016 through March 4, 2016. Multiple, *non-overlapping* windows may be scheduled in short increments of time, i.e., 3-5 days for an online survey.

Schools have the flexibility to schedule the Student Voice survey once, each week, or each month. If scheduling the survey more than once, the school(s) will need to configure windows one at-a-time.

**It is important to note** that teachers will receive one set of Student Voice survey data as assigned to one school and one group/class from January 4 through February 5, 2016 and/or from February 8 through March 4, 2016. Therefore, to avoid confusion, schools should only configure a teacher to participate in one window per reporting period.

Survey results will be uploaded twice during the January 4 through March 4 timeframe. The first upload will occur at the end of the first reporting period on February 5. The second upload will occur at the end of the second reporting period on March 4. Results should be available approximately 3 weeks following each reporting period.

Teachers assigned to more than one school may receive two, individualized survey reports. The teacher will need to be scheduled, by school, to participate during the first and second reporting period (1/4/ through 2/5 and/or 2/8 through 3/4/2016) in order to obtain two data reports.

The district coordinator/designee will configure automated assignment and survey window dates for each school. The coordinator is responsible for monitoring the implementation process before, during, and after the scheduled window has closed.

Infinite Campus will "ignore" K-2 assignment of students. However, teachers with multiple grade levels that may include K-2 students can be assigned to administer the survey but only to students in grades 3+. For more information, please refer to the Administrator How-To Guide found **here.**

## Flexible Scheduling

Teachers/students may be assigned to take the survey according to the implementation schedule designed by the district. Schools may direct students to take the survey during different class periods/times or on different days during the scheduled window.

For example, a school may instruct 6th grade students to take the survey on February 1st, 7th grade students scheduled on February 2nd, and 8th grade students scheduled on February 3rd.

The preceding example would most easily be accomplished using a single window but could also be configured as three separate windows with no overlapping teachers.

## Scheduling Considerations within Infinite Campus

In the event a survey window date needs to change and the survey has not been generated/started, the survey window may be rescheduled. However, if the survey window is active, allow the survey window to run its cycle (end)--*Do not attempt to cancel or change dates.*

Once the survey is generated, an educator's survey type (Not Participating, 3-5 or 6-12) cannot be changed until the window expires.

For example: If a school's survey window is scheduled to begin on February 1 at 8 a.m., the system generates the surveys the previous day at 5 p.m. on January 31. Once the survey is generated, the educator type cannot be changed until the window timeframe expires.

Schools choosing to use a combination of Infinite Campus and paper/pencil or other modes need to consider the most efficient and labor-saving process.

If the majority of teachers in a school are using paper/pencil or other modes for implementing the Student Voice survey, the school would probably not want to choose to use the automated assignment option.

The school coordinator would either have to manually assign all participants or override assigned teachers as "Not Participating."

## B. Preparing Campus Portal for the Student Voice Survey

It is not necessary to change or set a school's Portal preferences for the Student Voice survey. The Campus Portal Messenger inbox is always available for every school. It is recommended that all districts maintain a Campus Portal link on their website as the Portal address is not identical to the address used by teacher and administrators. **Guidelines for Campus Portal** are **here**.

## C. Automated Teacher Assignment

Automated teacher assignment is a process that can, per district choice, be run before each Student Voice window. It examines the district assignment type and student roster data of each teacher to make a reasonable guess as to whether the teacher should participate and if so, the survey type (grade level) that should be used.

Infinite Campus cannot prevent any particular student(s) from being assigned the Student Voice survey in their inbox. Districts will need to safeguard that only designated students take the survey.

If an educator is associated (through class sections) with at least 10 students in grades 3– 5 or grades 6–12, the program will designate, through the Student Voice dropdown on the district assignment tab, either a grade 3-5 or grade 6-12 survey based on the grouping with the most students.

Automated teacher assignment updates each teacher's (Type 01:Teacher) survey drop-down in Infinite Campus according to the following rules:

- Grade 3-5 if the teacher has the largest enrollment of 3-5 students
- Grade 6-12 if the teacher has the largest enrollment of 6-12 students
- "Not Participating" if neither group has at least 10 students

Administrators will have the ability to override the assignments to "Not Participating" or change the survey's type (grade level) prior to the survey start date. Educators are recognized in Infinite Campus according to type (code).

Automated assignment will examine every staff person with "Type 01:Teacher" setting on the district assignment tab.

If the educator is associated (through class sections) with at least 10 students in grades 3-5 or grades 6-12, the program will designate, through the Student Voice dropdown on the district assignment tab, either a Grade 3-5 or Grade 6-12 survey based on the grouping with the most students.

### Overriding Automated Assignment

After Automated Assignment has executed, if the principal/designee does not want a teacher to administer the survey to a specific group of students, the district assignment tab can be used to change the Student Voice dropdown field to "Not Participating."

Teachers designated as "Not Participating" can be reactivated by accessing the dropdown on the district assignment tab and changing the selection from "Not Participating" to Grades 3-5 or Grade 6-12 as applicable. In addition, Teachers not assigned as "Type 01: Teacher" can be manually assigned.

Alternately, the principal/designee can instruct teachers to tell their students not to take the surveys assigned to them through Infinite Campus. If no more than 9 students take the survey, results will not be generated in CIITS/EDS.

The assigned survey type may be changed prior to the survey window through an override to most appropriately fit the students' grade level.

For example, if a K-8 teacher has been assigned a Grade 6-12 survey type but there are a number of students in grades 3-5, it may be more fitting to override the automatic assignment from the Grade 6-12 survey to the Grade 3-5 type.

**Changes to the survey type are ONLY effective if completed before the survey window begins.**

Schools choosing to use a combination of Infinite Campus and paper/pencil or other modes need to consider the most efficient and labor-saving process. If the majority of teachers in a school are using paper/pencil or other modes for implementing the Student Voice survey, the school would probably not want to choose to use the automated assignment option.

They would either have to manually assign all participants or override assigned teachers as "Not participating."

## D. SV Building Coordinator

The principal/designee will coordinate the administration of the Student Voice survey. The district KSIS system administrator must either grant access to the building coordinator to configure the survey windows (including automated assignment) or complete that configuration him/herself.

## E. SV Point-of-Contact

The district Student Voice Point-of-Contact (POC) will communicate the district survey plan to the schools and specific policies and procedures. The POC will work with the district KSIS administrator to ensure that staff assignments are in place and that students have an active account within Campus Portal.

The POC will also ensure that employees with Infinite Campus administration rights and database connectivity access have signed the **Ethics/Confidentiality Agreement**. Signed agreements are stored locally.

## F. Administrator How-to-Guide

The Administrator How-To Guide provides an overview of Student Voice administration steps, guidelines for scheduling survey windows, automatic and manual educator assignment, Student Voice reports and survey results, and processes that need to be considered prior to survey implementation. This Guide must be adhered to for effective, operational survey employment.

The **Administrator Guide** may be accessed **here.**

## G. Teacher Administration Guide

Teachers and proctors need to be aware of the specific information and processes prior to survey implementation: Portal web address, student usernames/passwords and system access. Staff are encouraged to review the Student Voice survey questions with their classes prior to survey implementation to clarify word meanings and question significance.

The ***Teacher Administration Guide*** can be accessed **here**.

It is essential that students are informed of the specific teacher they will be surveying and should be instructed to answer all survey questions to the best of their ability. Students must click "Complete Survey" when finished for their responses to be included in a teacher's results.

## H. Student How-To Guide

It is recommended that students become familiar with Campus Portal and know their username and password. Instructors are encouraged to review the steps for accessing the system with their students before the scheduled survey dates. The ***Student How-To Guide*** can be printed for student use and may be accessed **here.**

An additional resource for instruction is the ***Student How-To PowerPoint*** that can be found **here**.

## I. Technical Considerations for Infinite Campus

Technology staff will need to assist with ensuring that computers and other devices are available and properly configured. Infinite Campus cannot troubleshoot technical problems for schools electing to employ IPads or other tablets/devices that are not formally supported by Campus.

The district coordinator or POC will need to configure the automated assignment and survey window dates for each school or delegate that responsibility to school-level staff. Technology cannot prevent students from responding to the Student Voice survey outside of the a.m. – 5 p.m. period.

## J. Where to Get Technical Help

Contact information for assistance with scheduling windows, automated teacher assignment, policies, technical issues, reporting periods, teacher codes, course section rosters/schedules, portal accounts, etc. For Technical help, go **here**.

## XI. PAPER/PENCIL or OTHER MODE PROCEDURES

Districts using *paper/pencil* or other modes may schedule the surveys based on the timeline established in the Certified Evaluation Plan (CEP). Districts have the most discretionary control using this form of administration. Districts determine and schedule the survey window(s) for the administration of the Student Voice survey and will establish the method of survey implementation using paper/pencil, Scan-Tron, Survey Monkey or other modes as well as the reporting method of the survey results.

**All paper/pencil and other survey modes must be *implemented with fidelity.* Districts must abide by all guidelines as established outside of the Infinite Campus procedures.**

Districts may administer the survey multiple times during the year using the KDE approved Student Voice questions. Students will maintain anonymous status when taking the survey; all SSID and/or student identifiers are to be eliminated.

Schools have the flexibility to report survey response data by construct, by question, or by both. Results must be conveyed with consistency throughout the school/district and reported in reliable measures and/or calculations, i.e., percentages, rank, counts, etc.

Survey results are to be available to educators prior to the summative evaluation process per the district's CEP and are to be documented and retained using school/district approved methods.

Survey expenditures will be absorbed by the district.

## XII. FORMS

### A. Parent Waiver

Parents must be notified prior to survey administration. Schools will send information and an opt-out (waiver) form to parents of students who have teachers participating in the survey. Parents, who do not want their son/daughter to participate in the survey, must sign and return the waiver form prior to survey implementation. Signed waivers are stored locally.

### B. Ethics/Confidentiality

Teachers, staff members and appropriate administrative staff who could potentially have access to student identification data and the corresponding results of the Student Voice Survey must sign the ethics/confidentiality agreement. Signed agreements are stored locally.

## XIII. RESOURCES

### A. Student How-To PowerPoint

### B. SV PP, "What's New for 2015 – 2016"

### C. FAQ

### D. Sample Paper/Pencil Teacher Results Template

The attached sample template was used for paper/pencil survey implementation. Permission has been granted to share this form with the districts.

### E. PP , *"Authentically Integrating Student Voice into Your Classroom"*

Joseph Harris, Teacher Leader on special assignment for KDE

### F. Model 5.0 CEP

The Model Certified Evaluation Plan 5.0 is a guide to be used in assisting districts in making the appropriate decisions and revisions to District Certified Evaluation Plans. Procedures and processes for the implementation of PGES should be based on the recommendations and in concert with the local evaluation committee. Student Voice protocol is outlined in the district's CEP.

### G. MET Study

The MET project was a research partnership between 3,000 teacher volunteers and dozens of independent research teams. The project's goal was to build and test measures of effective teaching to find out how evaluation methods could best be used to tell teachers more about the skills that make them most effective and to help districts identify and develop great teaching. By understanding what great teachers do and by improving the ways teachers gain insight into their practice, we can help more teachers develop their practice and achieve success for their students.

### H. A View from the Seats

As school districts create systems to identify, monitor, and assess teacher effectiveness, they consider a variety of sources, including observations of teaching practices and analysis of student assessments. A new voice — student perceptions — has emerged as a valuable source of information.

### I. My Voice

The underlying philosophy of the My Voice Survey and the Quaglia Institute for Student Aspirations (QISA) is that students have something to teach us. The 2014 My Voice National Student Report (Grades 6-12) reveals the voices of students from across the United States and demonstrates the vital importance of listening to them.

### J. Where to Get Technical Help

Contact information for assistance with scheduling windows, policies, technical issues, portal accounts, etc. For Technical help, go **here**.

# Student Voice

## FAQ

### What is the Student Voice Survey?

Student Voice is a confidential perception survey adopted by the Kentucky Department of Education. It is administered annually to a minimum of one (1) district-designated group of students per teacher or other professional who directly instructs students during the school year. The survey provides data on specific aspects of the instructional environment and/or specific aspects of the professional practice of the educator. [704 KAR 3:370 Section 1.32]

Student Voice Surveys are being used by hundreds of schools and thousands of classrooms in more than 25 states nationwide. The effective use of student voice surveys is featured in the Gates Foundation Measures of Effective Teaching (MET) study of teaching quality. Using a sample of more than 44,500 students, the results of the MET study in December 2010 and January 2012 reinforce a growing consensus that integrating student survey results with high-quality observations and student gain-scores on achievement tests creates a much more valid and reliable teacher evaluation system compared to current standard practices.

### What type of questions will be asked on the teacher Student Voice survey?

The Student Voice Survey focuses on statements such as, "My teacher explains difficult things clearly." Students in grade levels 3-12 will select one of five possible responses which range from strongly agree to strongly disagree.

The items used in the Teacher Student Voice Survey were derived from the Tripod Survey, a survey that has been developed over the past 10 years as a partnership between Cambridge Education and Dr. Ron Ferguson. The survey questions can be found within the Kentucky S.T.U.D.E.N.T. Framework document and are aligned to the Ky. FfT **domains**.

### How are survey results reported in Infinite Campus?

For 2015-2016 surveys administered using Infinite Campus/CIITS will report the percent of positive results for each of the 7 constructs. Survey results are calculated by taking the total number of positive responses within a construct and dividing by the total number of responses given within a construct. The positive responses for grades 3-5 include "Mostly yes," "Yes, always." The positive responses for grades 6-12 include "Mostly true," "Totally true."

*It is important to note that within the Grades 3-5 survey, question #12, "Students behave so badly in this class that it slows down our learning,"* will be reported as positive using the responses "No, never" and "Mostly not."

### How are survey results reported using pencil/paper or other modes?

*All paper/pencil and other survey modes must be implemented with fidelity. Districts must abide by all guidelines as established outside of the Infinite Campus procedures.* Schools utilizing paper/pencil or other modes will process survey results and disclose the information to applicable staff. Other modes survey results must be stored within the school or district's local platform or system.

Schools have the flexibility to report survey response data by construct, by question, or by both. Results must be conveyed with consistency throughout the school/district and reported in reliable measures and/or calculations, i.e., percentages, rank, counts, etc.

### How is a teacher's survey results reported if assigned to more than one school?

Infinite Campus will have one set of results reported for each teacher in one school during one established reporting period. For example, if a teacher works at both the middle and high school and wishes to survey students in each building, the teacher will need to administer the survey to one group of students during each reporting period in order to receive two separate sets of survey results.

Survey results will be compiled twice for reporting during the January 4 through March 4 timeframe. The first reporting period will be 1/4/2016 through 2/5/2016 (surveys must be ended by 2/5/2016) with results available approximately 3 weeks thereafter. The second reporting period will be 2/8/2016 through 3/4/2016 (surveys must be ended by 3/4/2016) with results available approximately 3 weeks thereafter.

Paper/pencil and other modes of reporting will be determined by the district/school(s). Schools have the flexibility to report survey response data by construct, by question, or by both. Results must be conveyed with consistency throughout the school/district and reported in reliable measures and/or calculations, i.e., percentages, rank, counts, etc.

### Will students who are within an Activity Group of a teacher receive a Student Voice Survey in Infinite Campus?

Yes – Activity Groups occurring during what is considered instructional time are treated just like regular course sections.

### What teachers will participate in the survey administration?

All certified teachers with students in grades 3-12 will participate in the survey.

### Who will take the survey?

All grade 3-12 students with parental permission are eligible to take the survey. Each district will decide the Student Voice Survey protocol for their particular district.

### Who will administer the survey(s)?

The survey should be administered without the presence of the teacher for students in his/her class or section. However, each district may define additional guidelines for administering their surveys.

### How will the data from the Student Voice Survey be used?

The primary purpose of the survey is to provide valuable information to educators who are working to improve classroom and learning conditions. Survey results are a required (formative) source of evidence used in the evaluation process as outlined in the district CEP and informs the educators' professional practice ratings.

Teachers will use data to inform instruction and classroom practice. School and district leaders will use data to determine potential areas for professional learning and teacher support. KDE will collect the data to validate the instrument for future use.

### How will classrooms be scheduled?

Prior to the Student Voice Survey window, the superintendent/designee will determine the administration dates for implementation. The principal/designee will determine the specific schedule for administering the Student Voice Survey and determine the grade level that will participate per teacher or the number of classes that will be combined to reach the required minimum 10 students per teacher.

### When should a district use Automated Teacher Assignment?

If the majority of the school's 3-12 teachers are utilizing Infinite Campus, the Automated Teacher Assignment tool would be beneficial.

### When should a district *not* use Automated Teacher Assignment?

If the majority of a school's teachers are utilizing paper/pencil or other survey modes, it is recommended not to use Automated Teacher Assignment. Manual assignment of small numbers of teachers within Infinite Campus is suggested using the drop-down feature.

### How will schools implement the survey?

Districts will determine the method of survey implementation. Districts may utilize Infinite Campus or paper/pencil, other modes, or both.

### How are teachers assigned in Infinite Campus?

The *Educators with Count Report* is described in the Administrator How-to Guide and lists the educators assigned to participate in the Student Voice Survey as well as the number of students that have been assigned to respond about that educator. All teachers must be assigned to a class/section in Infinite Campus to receive Student Voice Survey results.

### How is Student Voice data in CIITS displayed?

Student Voice data in CIITS is *teacher specific* with one set of SV data per teacher.

### How are teacher results reported in CIITS if a teacher is assigned to more than one school?

Teacher specific data will display in the CIITS window for leadership in every school where a teacher is assigned. A second set of data for a/the same teacher can be loaded in a different CIITS window but the data will display to leadership in every school where that teacher is assigned. It is important that the evaluator and teacher access the correct set of data that is being reviewed.

### Can a teacher be surveyed by more than one group/class of students during a reporting period?

Teachers will only receive one set of survey data results per reporting period. In the event a teacher is surveyed more than once during a reporting period, survey results will be limited to one set of data *generated from the grouping of students with the greatest number of responses.*

### How will students access the Infinite Campus survey?

Students must have a Student Portal account in IC and must know or be provided their Campus username and password.

### How many classes will take the survey?

Districts utilizing paper/pencil and other modes will decide the number of classes that will survey the respective teacher. Infinite Campus will schedule students associated with their respective participating teacher. Changes to the automated assignment of teacher participation will require manual override.

### Will collaborating teachers and part-time teachers administer the survey?

Students in a collaborative classroom setting may take the Student Voice survey for both teachers. However, this is a district decision.

### How should students be prepared to take the survey?

All districts are encouraged to review the Student Voice survey questions with their students and define or clarify word meanings or the meaning/intent of questions. Students need to be informed of the purpose of the survey and that all responses are anonymous.

Districts utilizing Infinite Campus must ensure that Campus Portal usernames and passwords have been issued to students. If students are not regular Campus Portal users, usernames and passwords will need to be provided for those students.

Districts utilizing paper/pencil methods need to ensure that only the approved KDE survey questions are used with corresponding survey response choices. Paper/pencil procedures must be implemented with fidelity.

### How is student confidentiality protected?

All student SSID information and personal identifiers are to be eliminated. Infinite Campus reports survey data by construct with the accrued percentage rating. The teacher only has access to the results of the compiled responses within EDS/CIITS. Paper/Pencil and other modes must have built-in safeguards to protect the student's confidentiality.

### How long does the survey take to complete?

Infinite Campus survey: Approximately 20 minutes.

Paper/Pencil survey: Approximately 20 – 30 minutes depending upon method.

### When will the surveys be administered?

Infinite Campus administration: January 4, 2016 through March 4, 2016
Paper/Pencil administration: Based on the timeline established in the district Certified Evaluation Plan

Students will take the survey between the hours of 7:00 a.m. and 5:00 p.m. and under the direct supervision of staff.

### Who coordinates survey administration at each school?

The principal/designee typically coordinates survey administration or as determined in the district CEP.

### Will parents be notified before the survey is administered?

Prior to survey administration, schools will inform parents of the pending Student Voice survey. All students will be given a waiver form that must be completed and signed by parents who do not want their son/daughter to participate in the survey. The waiver form must be returned to the school prior to survey implementation. Waiver forms are to be kept on file for reference but do NOT need to be sent to KDE.

### How are SWD accommodated?

If students with disabilities are not able to independently access the Student Voice survey, they must be provided with accommodations as stated in their IEPs or Section 504 Plans.

If, even with accommodations provided, a student is unable to participate in or understand the purpose of the survey due to student's significant intellectual disability, the student's Admissions and Release Committee (ARC) or 504 team may meet and determine the student is not required to participate.

### When will teachers receive the results of the Student Voice Survey?

Teachers will be able to view the results of the Student Voice Survey within the Continuous Instructional Improvement Technology System (CIITS) approximately 3 weeks after the scheduled student voice reporting period ends.

Districts will determine when paper/pencil or other modes survey results will be available. Survey results are to be made available to staff prior to the summative evaluation.

### Are there technology issues that schools need to be aware of?

Technology staff will need to assist with ensuring that computers and other devices are available and properly configured. Infinite Campus cannot troubleshoot technical problems for schools electing to employ IPads or tablets/devices that Campus does not formally support. The district coordinator or POC will configure the automated assignment and survey window dates for each school or delegate that responsibility.

The district coordinator will have different reports to use for monitoring the administration process and only students who are associated with an educator via course section(s) assignments will receive online surveys about a specific teacher. Students must be issued user IDs and passwords in Campus Portal and must click "***Complete Survey"*** for survey tabulation.

Infinite Campus technology cannot prevent students from responding to surveys outside the 7 a.m. – 5 p.m. schedule. Survey data will be tabulated based on submitted responses between the hours of 7 a.m. and 5 p.m. only. Schools with unique staff needs that cannot be met using Infinite Campus should opt to use paper/pencil or other modes to accommodate educators and students in the completion of the Student Voice survey.

### Where can I find more information on student voice surveys?

For more information, go to the PGES Student Voice web page. Information on the Measures of Effective Teaching Research Project is available at www.metproject.org.

The KDE SV contact for the 2015-2016 school year is Joyce.richards@education.ky.gov.

### How much flexibility do districts have when scheduling survey windows in Infinite Campus?

A school can schedule multiple, non-overlapping windows within the Jan. 4 – Mar. 4 timeframe. Schools may assign different teachers to each survey window if desired. There is no control at the class period level for assigning respondents.

Every student meeting the business rules that is associated with a teacher who has a survey type selected will be sent the link to that teacher's survey. The schools have to "manually" control a schedule, for example: *3rd grade will take the survey period 4, 5th grade will take the survey period 7 on day 1.*

### Can a district use Infinite Campus and paper/pencil, other modes to administer the Student Voice survey?

Yes. It is important to strictly follow scheduling protocol that ensures all teachers are successfully assigned surveys. If the majority of teachers in a school are not participating in the IC survey, the school would not use the automated assignment option but instead would manually assign teachers. To override an assignment within I.C., the participant(s) would be designated as "Not Participating."

### Does the building coordinator have to manually override populated fields within Infinite Campus for teachers who will be using paper/pencil?

Yes, if teachers were assigned using automated assignment and the teacher is coded Type 01: Teacher at the school.

### Is it allowable to use one survey method for one school and a different survey method for another school within the same district?

Yes, the Infinite Campus settings are per school so if the CEP guidelines of the district allow it, it is permissible.

### How does Infinite Campus know which building to populate?

The School Resource record contains the settings per school.

## Does a teacher still need to have a minimum of 10 students in a grade level to receive data?

In Infinite Campus, there must be a minimum of 10 students from the same school and assigned to the same teacher for that particular group and/or class's responses to be used as a source of evidence in the summative evaluation process. Students in multiple grade levels may be combined to yield the minimum number required for survey data to be considered. For example: Students in grades 3, 4 and 6 may be combined to attain the minimum number. Students in different schools cannot be combined to reach the minimum number of 10. Paper/pencil and other modes must have a minimum number of 10 student respondents for survey data to be considered. However, paper/pencil and other modes have more flexibility in survey implementation.

### What survey type should combined classes take?

All combined students of the same teacher during the same survey window will receive the same survey type regardless of student grade level. It is recommended that selection of the survey type be chosen according to the most common grade level within the group.

## How is Student Voice associated with the Certified Evaluation Plan (CEP)?

Student Voice is the confidential perception survey adopted by the Kentucky Department of Education. The survey is embedded within the Professional Growth and Effectiveness System and is a required source of evidence as outlined within the district Certified Evaluation Plan. The Student Voice survey is aligned with the Kentucky Framework for Teaching (FfT) and is a category of evidence for determining an educator's overall rating.

## What are the effects for districts who have opted out of using EDS?

Districts choosing to not use Educator Development Suite (EDS) to input the sources of evidence for the Professional Growth and Effectiveness System in 2015-2016 will not have access to Student Voice results until the summary of evidence tab is available and access to EDS is reestablished. In May 2015, districts responded to KDE with their preference for using EDS. As a result, only those districts electing to use EDS for data collection of the sources of evidence are to have full access to all features of the system.

# *Student Voice*

## ETHICS/CONFIDENTIALITY AGREEMENT

This confidentiality agreement **must** be signed by

1) Employees who have User security rights or Student Information System (SIS) User Privileges in Infinite Campus

2) Employees who have Open Database Connectivity (ODBC) access to the Infinite Campus Database

3) Any school employee assisting with the Student Voice survey who may be privy to student identification data and assessment results

All employees who could potentially have access to student identification data and the corresponding results of the Student Voice Survey must sign this assurance.

The Student Voice Survey is a **CONFIDENTIAL** assessment instrument that provides student feedback to teachers for professional practice. During the survey, students will be asked questions about their teacher's instruction and the classroom environment.

Students will take the Student Voice Survey in the student portal of Infinite Campus or via paper/pencil or other manual means outside of the I.C. platform during the 2015-2016 school year.

**Confidentiality agreement**

I am aware that all responses and data from the Student Voice Survey are confidential information. I affirm that I will not share individual student survey responses, teacher results or any other identifiable information from the Student Voice Survey with anyone by means of any form of communication. Violation of this Confidentiality Agreement may result in disciplinary action, up to and including termination of employment.

_____ _____

(Print) Name Title

_____ _____

Signature Date

# *Student Voice*

## PARENT WAIVER

Dear Parent or Guardian

During the 2015 -2016 school year, your child will have the opportunity to complete the Student Voice survey. This **anonymous** assessment allows students an opportunity to give feedback on specific aspects of his or her classroom experience. The survey takes approximately 10 – 20 minutes to complete and will be conducted during the school day.

The purpose of the survey is to provide an opportunity for all Kentucky students to have a voice in their classroom experience. Survey results are intended for the teacher to use for self-reflection and as a tool to help guide professional practice. Teachers want to know if their students feel sufficiently challenged, engaged, and comfortable asking them for help.

If you do ***not*** want your child to take the Student Voice survey, please complete, sign, and return this form to your child's school by _____.

**I DO NOT want my son/daughter to participate in the Student Voice survey.**

_____ _____

Parent Signature Date

_____ _____

(Print) Student Name Teacher's Name